



City of Seat Pleasant

Office of the City Council

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”

Department Name: Council Clerk

Date of Report: February 1, 2019 Reporting Period: December 1-December 30, 2018

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

- Communicated with Ms. Kittrell to reserve Activity Center for December Ward V monthly Meeting
- Communicate with Public Works for set up of December Ward 5 Meeting
- Council Clerk prepared flyers, agendas, sign-in sheets, for Ward V meeting
- Attend Ward V Meeting for the month of December
- Council Clerk maintain all City Councils Calendars
- Council Clerk maintained and Scheduled Council Chambers for the month of December
- Contact vendors for December Ward 5 meeting
- Confirm speakers for December Ward 5 meeting
- Update Ward V Sign-In spreadsheets
- Process Purchase request for Ward Meeting reimbursements
- Coordinate w/ Public Works and Public Engagement Department to request equipment for ward meeting
- Met with Councilmember McCarthy for Vision Board Party
- Attend December Regular work Session
- Attend December Public Session
- Schedule Governmental Affairs Committee meeting
- Schedule Public Safety Committee Meeting
- Schedule Finance Committee Meeting
- Attended Public Safety Meeting to take notes
- Attended Finance Committee meeting to take notes
- Assisted Human Resources and Public Works Administrative assistant with Planning for the Holiday Party
- Attended Seat Pleasant Holiday Party
- Attend Property Tax Credit hearing for grocery stores w/ Councilmembers Sistrunk and McCarthy
- Meeting with Councilmember Porter

- Assist Councilmember McCarthy with mobile registration and logistics for Light Up Your Holiday Christmas Light Contest
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